

*Highly Qualified Teacher Position Input Report*

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# CHECKLIST

## 2008-2009

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- ✧ Identify Superintendent~authorized contact person for HQT Position Input Report
- ✧ Request ADE Common Logon Username for all “new” users
  - ♦ Submit requests for Common Logon access via spreadsheet located at:  
<http://www.azed.gov/asd/hqtp/HQTCommonLogonAccessRequestForm.xls>
- ✧ Once Common Logon access is received
  - ♦ Read the booklet “[Highly Qualified Teacher Position Input Application: Reporting Guidelines](#)”
  - ♦ Read the booklet “[Highly Qualified Teacher Position Input: Administration System Guidelines](#)”
  - ♦ Read the document “[Common Errors in Reporting 08-09](#)”
- ✧ Contact the Arizona Department of Education’s Highly Qualified unit administrative assistant at (602) 542-5344 for assistance within these programs

### **Technical Assistance**

If you experience difficulty while working in the application, please contact ADE Support:

- ♦ (866) 577-9636
- ♦ (602) 542-7378
- ♦ [adesupport@azed.gov](mailto:adesupport@azed.gov)